

UDOT Consultant Services

Structural Design Contract Employee Pool

December 21, 2006

Contact for additional information:

Richard Miller, P.E.
Structures Design Manager
801-957-8556
richardmiller@utah.gov

Gaye Hettrick, CPM
Consultant Services Manager
801-965-4639
ghettrick@utah.gov

UDOT Consultant Services

Pool: Structural Design Contract Employee
Period: January 1, 2007 through June 30, 2009

DM# 54830

Structural Design Project Manager				
Firm - Individual Name	Contact Person	Phone Number	Email	Address
Hatch Mott MacDonald - Isom, Christine	Dan Isom	801-655-0468	dan.isom@hatchmott.com	1801 N 1120 W, Provo, UT 84604
HDR Engineering - Swanwick, Carmen	Brent Jensen	801-743-7800	Brent.Jensen@hdrinc.com	3995 S 700 E, Ste 100, Salt Lake City, UT 84107
Horrocks Engineers - Dobry, Mike	Larry Reasch	801-763-5100	larry@horrocks.com	One West Main St, PO Box 377, American Fork, UT 84003
Horrocks Engineers - Reasch, Larry	Larry Reasch	801-763-5100	larry@horrocks.com	One West Main St, PO Box 377, American Fork, UT 84003
Michael Baker Jr - Arens, Michael S.	Dwight Schock	801-352-5976	dschock@mbakercorp.com	6955 Union Park Center, Ste 370, Midvale, UT 84047
Michael Baker Jr - Boyle, Hugh C.	Dwight Schock	801-352-5976	dschock@mbakercorp.com	6955 Union Park Center, Ste 370, Midvale, UT 84047
Michael Baker Jr - Deschenes, James P.	Dwight Schock	801-352-5976	dschock@mbakercorp.com	6955 Union Park Center, Ste 370, Midvale, UT 84047
Parsons Transportation - Balle, Mitch	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
Parsons Transportation - Mulia, Handi	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
R2H Engineering - Davis, C. Russell	Robert Hendershot	801-386-5937 x 222	rch@r2h.com	739 Bamberger Dr, Ste A, American Fork, UT 84003
R2H Engineering - Hendershot, Robert C.	Robert Hendershot	801-386-5937 x 222	rch@r2h.com	739 Bamberger Dr, Ste A, American Fork, UT 84003
R2H Engineering - Sheffer, B. Michael	Robert Hendershot	801-386-5937 x 222	rch@r2h.com	739 Bamberger Dr, Ste A, American Fork, UT 84003
Stanley Consultants - Blackham, Paul B.	Paul Blackham	801-293-8880	blackhampaul@stanleygroup.com	5353 S 960 E, Ste 220, Salt Lake City, UT 84117
Stanley Consultants - Henrie, Jason	Jason Henrie	801-293-8880	henriejason@stanleygroup.com	5353 S 960 E, Ste 220, Salt Lake City, UT 84117
Stanley Consultants - Jacobs, Robert E.	Bob Jacobs	801-293-8880	jacobsbob@stanleygroup.com	5353 S 960 E, Ste 220, Salt Lake City, UT 84117
WCEC Engineers - Wall, Aaron	Aaron Wall	801-456-3847	awall@wcecengineers.com	147 W Election Rd, Ste 200, Draper, UT 84020

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Structural Design Engineer				
Firm - Individual Name	Contact Person	Phone Number	Email	Address
Hatch Mott MacDonald - Isom, Christine	Dan Isom	801-655-0468	dan.isom@hatchmott.com	1801 N 1120 W, Provo, UT 84604
HDR Engineering - Swanwick, Carmen	Brent Jensen	801-743-7800	Brent.Jensen@hdrinc.com	3995 S 700 E, Ste 100, Salt Lake City, UT 84107
Horrocks Engineers - Dobry, Mike	Larry Reasch	801-763-5100	larry@horrocks.com	One West Main St, PO Box 377, American Fork, UT 84003
Horrocks Engineers - Reasch, Larry	Larry Reasch	801-763-5100	larry@horrocks.com	One West Main St, PO Box 377, American Fork, UT 84003
J-U-B Engineers - Roberts, Steve	Chuck Larson	801-886-9052	cal@jub.com	2875 S Decker Lake Dr, Ste 575, Salt Lake City, UT 84119
Michael Baker Jr - Arens, Michael S.	Dwight Schock	801-352-5976	dschock@mbakercorp.com	6955 Union Park Center, Ste 370, Midvale, UT 84047
Michael Baker Jr - Boyle, Hugh C.	Dwight Schock	801-352-5976	dschock@mbakercorp.com	6955 Union Park Center, Ste 370, Midvale, UT 84047
Michael Baker Jr - Deschenes, James P.	Dwight Schock	801-352-5976	dschock@mbakercorp.com	6955 Union Park Center, Ste 370, Midvale, UT 84047
Parsons Transportation - Balle, Mitch	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
Parsons Transportation - Black, Sean	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
Parsons Transportation - Hansen, Jon	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
Parsons Transportation - Mulia, Handi	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
R2H Engineering - Davis, C. Russell	Robert Hendershot	801-386-5937 x 222	rch@r2h.com	739 Bamberger Dr, Ste A, American Fork, UT 84003
R2H Engineering - Sheffer, B. Michael	Robert Hendershot	801-386-5937 x 222	rch@r2h.com	739 Bamberger Dr, Ste A, American Fork, UT 84003
Reaveley Engineers - Price, Corey	Dorian Adams	801-486-3883	dadams@reaveley.com	1515 S 1100 E, Salt Lake City, UT 84105
Stanley Consultants - Blackham, Paul	Paul Blackham	801-293-8880	blackhampaul@stanleygroup.com	5353 S 960 E, Ste 220, Salt Lake City, UT 84117
Stantec Consulting - Zahawi, Benan	Benan Zahawi	801-261-0090	bzahawi@stantec.com	3995 S 700 E, Ste 300, Salt Lake City, UT 84107
Ward Engineering - Taroian, Armen	Armen Taroian	801-487-8040	ataroian@wardeg.com	231 W 800 S, Ste A, Salt Lake City, UT 84101

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Structural CADD Technician				
Firm - Individual Name	Contact Person	Phone Number	Email	Address
Hatch Mott MacDonald - Prothero, Judy	Dan Isom	801-655-0468	dan.isom@hatchmott.com	1801 N 1120 W, Provo, UT 84604
J-U-B Engineers - Baston, Alan	Chuck Larson	801-886-9052	cal@jub.com	2875 S Decker Lake Dr, Ste 575, Salt Lake City, UT 84119
Parsons Transportation - Frampton, Richard	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
Parsons Transportation - Oliveto-Byrd, Stacey	Handi Mulia	801-553-3319	Handi.Mulia@parsons.com	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
R2H Engineering - Grant, Anthony C.	Robert Hendershot	801-386-5937 x 222	rch@r2h.com	739 Bamberger Dr, Ste A, American Fork, UT 84003
Reaveley Engineers - Temby, Christopher	Dorian Adams	801-486-3883	dadams@reaveley.com	1515 S 1100 E, Salt Lake City, UT 84105
Stanley Consultants - Olsen, Glade	Glade Olsen	801-293-8880	OlsenGlade@stanleygroup.com	5353 S 960 E, Ste 220, Salt Lake City, UT 84117
URS Corporation - Fulk, John D.	Rachel McQuillen	801-904-4000	rachel_mcquillen@urscorp.com	756 E Winchester St, Ste 400, Salt Lake City, UT 84107

UTAH DEPARTMENT OF TRANSPORTATION

**REQUEST FOR QUALIFICATIONS
(RFQ)**

**UDOT STRUCTURAL DESIGN
CONTRACT EMPLOYEE POOL**

**POOL PERIOD
JANUARY 1, 2007 – DECEMBER 31, 2007**

November 4, 2006

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

TABLE OF CONTENTS

Table of Contents	2
Request for Qualifications (RFQ) Requirements Summary	3
Selection Schedule	5
Advertisement	6
Statement of Qualifications (SOQ) Requirements Summary.....	7
Acceptance and Completion Criteria	9
Individual Person Qualifications for Consultant	12
Evaluation/Scoring Criteria.....	12
Scope of Work (Descriptions/Certifications/Other Requirements).....	14

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

RFQ REQUIREMENTS SUMMARY

Brief Description of Work

The Utah Department of Transportation (UDOT) invites the submittal of Statements of Qualification (SOQs) from consultant firms interested in providing structural design contract employee services for the Structures Division of UDOT. The structural design contract employees will act as UDOT structure design engineer, project manager and CADD technician.

Pool Project Locations

The Structures Division of UDOT will provide office and equipment as needed.

Sources of Funding

Federal, Local, State or Other

RFQ Administrator

Gaye Hettrick, Consultant Services Manager

4501 S. 2700 W. 4th Floor / NE Corner

Box 148490

Salt Lake City, UT 84119-5998

Office: (801) 965-4639

Fax: (801) 965-4796

Email: ghettrick@utah.gov

Local Newspaper Saturday Advertisement Dates

November 4, 2006 and November 11, 2006

Pool List Website Posting

Monday, November 6, 2006

Statements of Qualifications Due

Thursday, November 30, 2006 before 11:00 a.m. (SOQ's will not be accepted after the 11:00 a.m. deadline.)

Pool Period

The Pool period will be January 1, 2007 through December 31, 2007. The Department may extend the Pool period yearly for additional years up to a total of three years or December 31, 2009.

Financial Screening

The Department requires Consultants be Financially Screened prior to performing work for UDOT. If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT. The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* at the same time as

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

their Statement of Qualifications or before. Consultants may obtain the *Financial Screening Application* from the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287. For questions, contact the Consultant Services Financial Analyst at 801-965-4138. A Consultant’s Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Consultant Services Electronic Notification Subscription Service

Please join the Consultant Services Electronic Notification Subscription Service. Consultants will only be notified of any updates or changes to this RFQ through this service. The website for subscribing is <http://www.udot.utah.gov/index.php/m=c/tid=548>.

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

SELECTION SCHEDULE

Date	Day	Action
11/4/06	Saturday	Advertisement of Pool RFQ in newspapers
11/6/06	Monday	Posting of Pool RFQ on UDOT Consultant Services Project Advertisement website
11/11/06	Saturday	2 nd Advertisement of Pool RFQ in newspapers
11/30/06	Thursday	Pool Statements of Qualifications are due at 11:00 a.m.
12/12/06	Tuesday	UDOT Selection Team Meeting
12/20/06	Wednesday	Pool List Website Posting

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

The Utah Department of Transportation (UDOT) is seeking the services of qualified consultants to respond to our UDOT Structural Design Contract Employee Pool Request for Qualifications. This Pool Period is January 1, 2007 through December 31, 2007 with the option to extend yearly for up to a total of three years or December 31, 2009.

If you are interested in submitting a Statement of Qualifications, the Request for Qualifications information will be available on Monday, November 6, 2006 and may be obtained from the Utah Department of Transportation Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or udot.utah.gov/index.php?m=c&tid=614.

The deadline for submitting Statement of Qualifications is 11:00 a.m. on Thursday, November 30, 2006. The right is reserved by the Department to reject any and all Statements of Qualifications.

UDOT encourages Disadvantaged Business Enterprises and/or Women Business Enterprises to respond to this Pool RFQ.

November 4, 2006

John R. Njord
Executive Director
Utah Department of Transportation

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

SOQ REQUIREMENTS SUMMARY

Preparation of SOQ's

Prepare Statements of Qualifications in accordance with Utah Department of Transportation SOQ Requirements Summary.

SOQ Submittal for Each Individual Proposed

Consultants should submit a separate SOQ for each individual within their firm they wish to qualify in this Pool. This may mean multiple submittals from a single firm.

Introduction Letter

The letter will need to identify that the Consultant:

- A. Has read the RFQ;
- B. Understands the acceptance and completion criteria, submittal and financial screening requirements;
- C. Is willing to follow all state and federal contracting requirements; and,
- D. Understands that policy & procedures & processes may change during the Pool Period and that UDOT will require Consultant compliance that may mean proactive and positive behavior while change is taking place.

Each letter will also need to include a contact person and information (name, title, office phone, fax number, address, email address, cell phone) in case our Pool Selection Team has questions about the submittal.

Each letter should also include in the upper right hand corner which copy it is (Original, #1, #2, #3, etc.) No page number required on the letter.

Consultants are also required to disclose any debarment or license issues and/or investigations along with any UDOT Project Evaluations received that included a score of zero or one in any category. (You may use company letterhead for this letter.)

Copies

Submit one (1) original (Consultant Services Public Record Files) and seven (7) copies clearly marked #1, #2, #3, etc. (Selection Team Members) Statements of Qualifications. This information should be clearly marked in the upper right hand corner of the Introduction Letter.

Electronic PDF File of SOQ on a CD

Submit one CD with an electronic PDF File of SOQ labeled with the Consultant Name, "UDOT Structural Design Contract Employee Pool SOQ", and Submittal Due Date.

SOQ Page Maximum and Numbering

Every page shall be numbered consecutively, **1,2,3**. Please make this part of each page as a footer in the lower right hand corner. Do NOT count the Introduction Letter as page 1. You are limited to 3 pages total. **Any SOQ that exceeds the page-maximum will be disqualified.**

Page Footers

Page Footers are required on every page bottom right corner and must include the following information:

- A. Consultant Name;
- B. Name of Individual Proposed; and,
- C. Page number.

UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007

Margins

One Inch Margins for all 3 pages (Page Footer information may be inside or outside of this boundary).

Ink

Submittals should be in black and white (excluding letterhead).

Stapling

Staple Statements of Qualifications in the upper left corner (do not bind).

Font

Size 11 or 12 point is preferred.

Script

Arial or Times New Roman is preferred.

Paper

8½ x 11 (non-glare, non-card stock paper is preferred).

Design

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and should meet the above requirements.

SOQ Delivery

Statement of Qualifications need to be delivered or mailed to UDOT Consultant Services, 4th Floor, Box 148490, 4501 South 2700 West, Salt Lake City, Utah 84119-5998, attention Gaye Hettrick, Consultant Services Manager and RFQ Administrator.

SOQ Deadline

Thursday, November 30, 2006 before 11:00 a.m.

Rejection of Statements of Qualifications

The Department will reject all Statements of Qualifications that do not meet the “received by Consultant Services” submittal deadline of 11:00 a.m. or if the appropriate number of copies are not submitted. UDOT will not make copies or fix errors. In addition, any SOQ that exceeds the page-maximum will be disqualified.

Penalty Points

The Department reserves the right (through Consultant Services and/or the Selection Review Team) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal but to help standardize/streamline the Pool Review Process.

UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007

ACCEPTANCE AND COMPLETION CRITERIA

Types of Projects/Contracts

The Department at this time intends to utilize the UDOT Structural Design Contract Employees Pool to supplement in-house structural design staff. The contract fee type the Department intends to use is Unit-Price and the contract will not require withholding any retainage. However, if the Department determines at a future date other methods would be more effective, these methods may be changed.

Pool Period

The Pool period will be January 1, 2007 through December 31, 2007. The Department may extend the Pool period yearly for additional years up to a total of three years or December 31, 2009.

Prime Consultant Requirement

The contract language for a Structural Design Contract Employee will state the Prime Consultant will perform **100%** of tasks related to the Work Plan.

Contract Document Requirements

The Consultant will submit the following items to the UDOT Structures Division Representative who will act as the project manager on the contract for review and approval after selection for a contract under this Pool:

- Executive Summary
- Detailed Work Plan
- Staffing Plan (UDOT Form Required)
- Task Schedule/Deliverable Dates/Contract Completion Date
- Contract-Specific Insurance Certificate
- Cost Proposal

Insurance Requirements

The Department reserves the right to require all Consultants selected for Pool Contracts to meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of the Department. It is the responsibility of the Consultant to meet the insurance requirements of the Department. Insurance Waivers may be requested through the UDOT Structures Division Representative acting as the project manager on the contract in writing who will then submit the request to Risk Management and Consultant Services for approval.

Consultant Personnel/Certification Requirements

If an approved Structural Design Contract Employee leaves a firm during a contract and:

- The firm **does have** another approved Structural Design Contract Employee, the firm may submit the proposed change in writing within 10 working days to the UDOT Structures Division Representative who is acting as the project manager on the contract (Project Manager) for approval. If the Project Manager approves, the Project Manager will forward the change and their approval to UDOT Consultant Services and the Comptroller's Office within 10 working days. If the Project Manager does not approve, they may request a revision of the proposed change, ~~score the Consultant lower on the Consultant Evaluation, and/or~~ terminate the contract.
- The firm **does not have** another approved Structural Design Contract Employee, the contract will be cancelled and possibly initiated with another firm from the qualified pool list.

If an approved Structural Design Contract Employee leaves a firm during the Pool period and:

- The new firm he/she joins **is** already qualified under this Pool with other Structural Design Contract Employee(s), then the new firm with this Structural Design Contract Employee, **is** eligible for

UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007

- selection for new projects under this Pool.
- The new firm he/she joins **is not** already qualified under this Pool with other Structural Design Contract Employee(s), then the new firm with this Structural Design Contract Employee, **is not** eligible for selection for new projects under this Pool.

The Consultant guarantees the Department that every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification. If the Department has determined that non-professional technical people, who may work on projects for the Department, must meet certain certification requirements, it must be reflected in each SOQ that the Consultant has met this requirement.

Training Requirements

Consultants will be required to provide the Department any training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

Applicable Federal, State, and Local Regulations

It is the responsibility of Consultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants shall conform to all state and federal requirements.

Authorization to Begin Work

Consultant Services is the only authorized agent to give a Notice to Proceed. This may come via e-mail or fax and will then be followed through by an official letter.

NOTE: Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

Consultant Evaluation Requirements

Consultant Services recommends to UDOT Structures Division Representatives acting as the project manager (Project Manager) for the contract that they perform at least TWO Consultant Evaluations on every Pool Contract. Consultants are encouraged to initiate these evaluations if the Project Manager has not.

Consultant Evaluation Form

The Consultant Evaluation Form (final evaluation) may allow the Project Manager to disallow a Consultant from future UDOT or Local Government Projects from 6 months to 3 years and should be taken very seriously.

Debarment Certification

Federal Regulations require certification by prospective participants (including consultants, contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions on every contract. Consultants who are debarred from working in the current Pool Period will receive a letter from Consultant Services and a copy of the Consultant's Final Evaluation. The firm or individual name will then be redlined on the UDOT Pool List to notify Project Managers that no new work can be given to this firm/individual until the debarment time is over. Consultants are required to divulge current (last 2 years) debarment or license investigation information, if applicable, in their Pool Introduction Letters.

UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007

Pool Debriefing Opportunities

Consultant Services will offer Consultant Pool Debriefs by email. Debriefing information will include:

- A. Criteria & Total Scores;
- B. Selection Team Comments on the strengths and weaknesses of SOQ; and
- C. Comments regarding any failing consultant scores, see page 12 for more details. This may be changed to meet the needs of the Department.

Disclosure and Disposition

Statements of Qualifications of successful Consultants shall be open to public inspection for a period of up to three years after the Pool selection is made. Once submitted, Statements of Qualifications become the property of Utah Department of Transportation and are treated as privileged documents (this includes scores and comments) and will be handled according to Department Policies. The Review Team Copies will either be destroyed or placed in the Structures Division as a resource.

Pre-award Audit

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Technology Requirements

It is the responsibility of the Consultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse the Department for any errors that have a direct cost to the Department. Technical and Standards support will be provided to the consultant through the Engineering Technology Services Section of the Project Development Division of UDOT. Questions or comments can be addressed to Craig Hancock, Director of Engineering Technology Services at the Utah Department of Transportation, 4501 South 2700 West, Salt Lake City, Utah 84119. You may e-mail Craig at chancock@utah.gov or call him at (801) 965-4865.

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

INDIVIDUAL PERSON QUALIFICATIONS FOR CONSULTANT

Each consultant should submit a separate Statement of Qualifications for individuals they are proposing as "UDOT Structural Design Contract Employee". Interested Consultants are to submit an SOQ summarizing their abilities and strengths.

EVALUATION/SCORING CRITERIA

The UDOT Structural Design Contract Employee Pool Selection Team will evaluate and score all Statements of Qualifications in accordance with the criteria and rating scale below. Criteria 1-2 are based on the individual proposed Structural Design Contract Employee and will be scored on a scale of 1-5. Criteria 3-4 are based on the firm and will be Pass/Fail. (NOTE: It is not required to have headings on separate pages in the SOQ.)

Rating: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Qualifications (Individual)	65		<u>X 13 =</u>	
2	Project Experience (Individual)	35		<u>X 7 =</u>	
3	Qualifications/Experience of Support Team (Firm)	Pass/Fail*			
4	Capability of the Consultant (Firm)	Pass/Fail*			
Total Points		100			
<p>* Pass/Fail: If a Selection Team Member rates a Consultant with a failing score, the Team Member will be required to submit detailed comments on the Evaluation Form. If the Consultant receives a failing score by the Selection Team, the proposed individual in the Statement of Qualifications will not be selected for the qualified pool list. If the failing score is less than unanimous by the Selection Team, the Selection Team will decide as a Team by "Consent" whether the Consultant receives a passing or failing score. "Consent" is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. Comments will be given to the Consultant in their debriefing email.</p>					

Heading 1 – Qualifications (Individual)

Submit information about education, facilitation, collaboration, presentation, communication, and other pertinent skills necessary to be a productive team member.

Heading 2 – Federal-aid Project Experience (Individual)

Present information related to direct experience working on structural projects.

**UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007**

Heading 3 – Qualifications/Experience of Support Team (Firm)

State Consultant firm experience and availability in supporting a project team.

Heading 4 – Capability of the Consultant (Firm)

Provide Consultant firm capabilities such as specific and unique strengths of firm that show quality structural engineering.

UDOT Structural Design Contract Employee Pool
Request for Qualifications
January 1, 2007 – December 31, 2007

SCOPE OF WORK
(DESCRIPTIONS/CERTIFICATIONS/OTHER REQUIREMENTS)

This contract is for "as-needed" services, based on the intermittent needs of the Structures Division for support. ~~Full-time services will be required for this contract at all times.~~ The structural design contract employee's point of contact will be the project manager of Structures Division. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied with within a 48-hour period. If the individual is unable to fulfill the request, UDOT Structures Division may utilize a secondary team of individuals for the services.

Services will be required as directed by the project manager and durations of time will be established at the time of request. The structural design contract employee assistance is being required in accordance with this contract to supplement the Structures Division's staff.

A. Structure Design Engineer:

The structure design engineer needs to be a licensed professional engineer in State of Utah. The engineer needs to have good experience on structure design projects and have a good skill and be proficient in the use of structural design and analysis software. The engineer will provide services necessary to assess and verify existing conditions; review and verify design standard requirements; program and develop a needs assessment. The engineer will design various highway structures in accordance with the applicable AASHTO, UDOT and Federal requirement and QC/QA Plan. The engineer will provide specifications for construction and prepare engineer's estimate. The engineer will work with CADD technician and other design engineers to complete design projects.

B. Project Manager (PM)

The PM will provide management on design and planning. The PM will be involved with senior management to coordinate project work, set deadlines and assist in directing the work of engineers and CADD support. Manage implementation of planning, scheduling, budget, quality control and safety issues. Manage construction, engineering, project performance, quality and safety. Enforce policy, procedures and performance standards. Prepare bidding documents; provide value engineering; assist with bidding and award activities; arrange and conduct meetings are also responsibility of PM.

C. CADD drafter technician

Provide Computer Aided Drafting Design (CADD) services as needed for structural design projects. The technician will work under the direction of the project manager or structure design engineer. The technician needs to have a good experience on structure design projects and have a good skill and be proficient in the use of current version of Microstation, Microsoft Office software and other related software. This technician needs to have the ability and desire to work on a diverse range of projects and to communicate with others about project objectives and details.